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COLORADO RIVER RELOCATION CENTER
Poston, Arizona

MINUTES OF STAFF CONFERENCE
ADMINISTRATIVE MANAGEMENT DIVISION

January 2, 1945 3 p.m.

Present: Mr. Lipian Mrs. Ketchens
 Mr. Barrett Mr. Momita
 Mr. Burdick Mr. O'Day
 Mr. Cassilly Mr. Palmer
 Mr. Dolins Mrs. Petta
 Mr. Drennen Mr. Schmitt
 Mr. Goetting Mr. Weiler

The Staff Conference was opened with the comment by Mr. Lipian that in the future an amount of five cents would be levied against each staff member for every minute he was late. The fund is to be used at Mr. Lipian's discretion.

The routing of mail over Mr. Lipian's desk, to start January 15, 1945, was discussed briefly and Mr. Lipian read a memorandum which he has written in this connection. It was decided that Mr. Drennen would discuss with each section and unit head the exceptions to this procedure and would prepare a list for Mr. Lipian's approval.

Mr. Lipian made a few comments on the problems involved in the post exclusion policy of the WRA. He then introduced Mr. Dolins of the Washington staff who spoke on the problems of the post exclusion policy as viewed from the Washington and field relocation officers' standpoint. Among other things, Mr. Dolins compared the problem of the Evacuees with the problem that was viewed by each Caucasian staff member at the time he or she weighed the advisability of up-rooting himself in his normal course of life and coming to Poston to work. He also pointed out the tremendous difficulties and problems that would be faced in view of the fact that heretofore the maximum number of departures on indefinite leave from Poston have been around 450 in any one month and that in order to complete the closing of the Center by December 31, 1945 it would become necessary to increase departures to 1500 to 2000 a month. Mr. Dolins discussed briefly the manner in which each section of the Administrative Management Division would participate in the stepped-up program. Mr. Dolins answered a few questions that were asked by various staff members.

During Mr. Dolins' discussion, the problem was propounded of the advisability of pre-payment or post-payment of subsistence allowances to Evacuees who departed from the Center. Accordingly, Mr. Lipian suggested a conference in his office on Wednesday morning at about 11 a.m. to consider this matter. Those suggested to be present were Mr. Goetting, Mr. Weiler, Mr. Carter, Mr. Dolins and Mr. Drennen. (Later Mr. Carter suggested that Miss Stevick be invited to the conference.)

Mr. O'Day suggested the possibility that a time study be made of the procedure necessary to prepare an Evacuee for departure from the Center and he was designated by Mr. Lipian to work on such a study with the assistance of Mr. Drennen.

Mr. Cassilly, following up a previous discussion in staff conference, brought up the question of formalizing the compensatory leave and he was instructed by Mr. Lipian to put it into effect in accordance with Manual Procedures as soon as possible. Mr. Goetting suggested that a representative from his office work with Mr. Cassilly on this problem.

The meeting was adjourned at 4:45 p.m.

RRD:ya

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

MINUTES OF STAFF CONFERENCE
ADMINISTRATIVE MANAGEMENT DIVISION

January 16, 1945 3 p.m.

Present: Mr. Mills Mrs. Hope
 Mr. Lipian Mrs. Horn
 Mrs. Angel Mrs. Kitchens
 Mr. Andresen Mr. Kost
 Mr. Barrett Mr. Langdon
 Mr. Burdick Mr. O'Day
 Mr. Cassilly Mrs. Petta ✓
 Mr. Cobb Mr. Schmitt
 Mr. Connolly Mr. Schoenhut
 Mr. Drennen Mr. Shepard
 Mr. Goetting Mr. Weiler

Messrs. Andresen, Schoenhut and Cassilly arrived late, paying 75 cents, 30 cents, and 10 cents, respectively, into the Administrative Kitty.

Mr. Lipian brought to the attention of the staff, two memoranda received from the Project Director to the effect that no contacts are to be made in Parker without the prior approval of the Project Director and that no off-project travel shall be made unless it has the prior approval of the division chief.

Mr. Lipian read a memorandum from Mr. Goetting, in which Mr. Goetting made several comments and recommendations on timekeeping procedure. A discussion ensued and Mr. Cobb suggested that an employee carry his time card with him when transferring from one position to another.

Mr. Lipian read a letter from Mr. Rogers, Regional Disbursing Officer in Los Angeles, in reply to our proposal for an increased number of pay days for evacuees in order to alleviate the excessive work on the Finance Section during the semi-monthly pay periods. Mr. Cobb was requested to discuss the matter with Miss Butler and make a report at the next staff conference.

The matter of the Project's authority to restrain an evacuee from leaving the project was discussed. Mr. Lipian cited the case of an evacuee who had received a desirable job opportunity from Philadelphia. He owed the Project a sum of money which he was not able to pay before leaving. He

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was asked by the Finance Section to sign a promissory note, which he agreed to. However, on thinking the matter over, he later refused to sign the note and the matter was brought to the attention of the Project Director. The Project Director has determined that this center is powerless to restrain an evacuee from leaving in such a case. The only recourse the Project has is to file a claim against the evacuee which will be processed through the regular government channels.

Mr. Lipian read a memorandum from the Project Director addressed to Mr. Burdick in connection with the closing of certain mess halls. Mr. John Kobura, of the Food Committee of the Council, arrived as discussion on this subject began. Mr. Burdick stated that the tentative plan which the evacuees hope will be put into effect includes the selection of a chef by popular vote. The chef, in turn, would select his own staff with the assistance of the Food Committee and the Personnel Management representative. Mr. Burdick pointed out that the blocks have always assumed the right to elect their chefs as well as their political representatives. Mr. Mills stated that his tentative decision was to keep the personnel mess halls in Camps II and III open at least for the time being. His decision in this regard is in deference to the wishes of the teachers who would be inconvenienced were the mess halls to close. Mr. Mills stated that the matter would be reconsidered at a later date, possibly at the end of the school year in June when the majority of the teachers will leave.

Mr. Lipian called to the attention of the staff the issuance of three Project Memoranda, No. 31-D, No. 64 and No. 65.

A letter received from Mr. John Clear of the Washington office, pointed out the necessity for activities to maintain records covering the issuance and receiving of government property in order that responsibility can be placed on the right appointed or evacuee personnel when property is lost. Mr. Lipian instructed Mr. Barrett and Mr. Drennen to consider the advisability of formalizing records in the issuance of property by the division and section heads to their employees, and to work out methods whereby this may be accomplished if it is found to be feasible.

Following up an earlier discussion with Mr. Mills, Mr. Lipian pointed out that the project and the operating personnel have definite responsibilities in reporting accidents. Mr. Lipian instructed Mr. Drennen to look into this matter with a view to recommending procedure whereby all prescribed reports could be correlated.

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Mr. Lipian introduced to the staff, Mr. John E. Connolly, who is succeeding Mr. Shepard as Finance Officer. Mr. Shepard plans to leave within the next several days.

Mr. Lipian stated that while attending the Denver Conference, he discussed with Malcom Pitts, Assistant Director, the status of WRA employees, following the closing of the centers. Mr. Pitts informed Mr. Lipian that every effort would be made to place WRA employees in positions with other government agencies and, to this end, each employee would receive within the next week or so, a questionnaire to be completed, indicating the employee's wishes. Mr. Pitts expressed complete confidence that no employee of WRA need be concerned about being placed in another position if he fulfills WRA expectations in his present position.

Mr. Lipian stated that apart from the primary consideration of relocation, the Administrative Management Division particularly, and the project as a whole, was concerned with three important matters. One, getting rid of all government equipment; two, closing of records in a clean-cut manner; and, three, transmitting all documents and records in a logical manner to Washington and the National Archives, or otherwise making lawful disposition of them. Mr. Lipian discussed each of these problems briefly.

It was pointed out that the new relocation offices to be opened in the evacuated area would require considerable office equipment and Mr. Mills observed that the WRA would make every effort to transfer equipment from the projects and older offices before making any purchases of new equipment. It will, therefore, become necessary for us to "clean house" and reduce our equipment usage to the minimum.

Mr. Lipian stated that he was scheduled to make a complete report of the proceedings of the Denver Conference at the Saturday afternoon staff meeting and, therefore, would not go into detail at this meeting. He did, however, cite many new procedures which he stated he had committed the project to operate under by February 1st.

Mr. O'Day discussed briefly some of the problems he is encountering in preparing a name-by-name accounting which is due on January 31st, and the "clear list" which he is preparing for the army.

Mr. Langdon pointed out the difficulties encountered in recruiting competent personnel. (Mr. Mills asked if he could be of assistance in recruiting a secretary for Mr. Lipian on his forth-coming trip to Phoenix.) Mr. Lipian observed that he believed the Personnel Management Section should make every

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effort to affect recruitment long enough in advance that project work would not be delayed. Mr. Mills said that Mr. Utz of the Washington office had informed him that funds had not been budgeted for temporary, ungraded workers before September 1st. Mr. Mills felt that we must consider this in the light of a possible request to Washington for funds at an earlier date.

Mrs. Petta discussed some of her problems in connection with supplying forms to the various operating sections when required and Mr. Lipian pointed out that a better system of inventory must be inaugurated. Mr. Lipian instructed Mr. Drennen to assist in this work.

Mr. Barrett brought up the necessity for the various operating sections and units to adhere to procedures in requisitioning supplies and materials.

Mrs. Horn discussed the problems Statistical Section encountered in operating with insufficient equipment and Mr. Mills pointed out that because of the shortage of equipment in some offices and a surplus of equipment in other offices, we must make a continuing survey of equipment looking toward its reassignment to offices which have a drastic need for it.

The meeting adjourned at 4:40.

RRD:ya

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

MINUTES OF STAFF CONFERENCE
ADMINISTRATIVE MANAGEMENT DIVISION

January 23, 1945 3 p.m.

Present: Mr. Lipian Mr. Goetting
Mr. Angel Mrs. Kitchens
Mr. Barnhill Mr. Lengdon
Mr. Barrett Mr. Maxey
Mr. Burdick Mr. O'Day
Mr. Cassilly Mr. Palmer
Mr. Connolly Mrs. Petta
Mr. Delp Mrs. Taylor
Mr. Drennen Mr. Schmitt

Messrs. Delp and Barnhill arrived late, contributing 40 cents each to the Administrative Kitty.

Mr. Lipian stated that Mr. Clear and Mr. Cahn, of the Departmental Staff, would arrive at the Center on Saturday, January 27, and would probably wish to make a tour of inspection of the Administrative Management Division particularly.

Mr. Lipian stated that the coming weeks and months of operation will place very strenuous duties and responsibilities upon the personnel of the various activities. He suggested that now would be a good time for each section and unit chief to review the personnel working under him and to examine carefully their qualifications and capabilities. Such an examination could result in the re-assignment of personnel who are presently misassigned and their replacement with more competent or new employees. In this connection, Mr. Lipian asked that each section chief prepare an organizational chart and submit it to him as soon as possible.

Mr. Lipian complimented Mr. Powers and Mr. Andresen on the excellent inquiry they conducted into the financial relations of WRA and Business Enterprises. As a result of this examination, the Center has been placed in the position of possibly being able to recover a large sum of money on account of services rendered to Business Enterprises.

Mr. Lipian read an announcement of the modification of instructions pertaining to Evacuees eligible to leave the Center. He also read a memorandum from the Project Director relating to shopping of evacuees in Parker. The Center, of course, has no objection to such shopping, in so far as government equipment is not used for transportation. Mr. Mills is

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concerned in that should large scale shopping by evacuees develop in Parker, there could conceivably be created a shortage of supplies, thereby, resulting in ill-will on the part of the Parker Valley residents. Mr. Mills feels that shopping privileges for evacuees in Phoenix are sufficiently well established, that large scale shopping in Parker is unnecessary.

Mr. Lipian read portions of Handbook Release No. 183, wherein, public employees are advised that a misuse of government equipment may result in disciplinary action or dismissal from the service.

Mr. Lipian stated that Mr. Mills has again brought to his attention the excessive use of long distance telephone facilities by staff members. He gave us examples calls lasting as long as twenty-five minutes and observed in such instances probably the information to be discussed had not been adequately thought out before hand. Mr. Mills is very concerned over the size of the monthly telephone bill and urges that every means be taken of cutting it down in the future.

Mr. Barrett expressed his concern over the loose delegation of authority by Unit and Section heads to subordinates to sign for property. He cited an instance, a person formerly in the employ of Mr. Cassilly who had signed requisitions for materials and supplies to be used in Personnel Housing and the resulting difficulty in clearing this person of those properties. Mr. Barrett pointed out that while he, as Property and Warehousing Officer, is concerned with all property in the Center, when it is charged to Division and Section chiefs, it then becomes their immediate responsibility and it is up to them to clear any further delegation of that property with subordinates. Mr. Barrett stated that the Property Control and Warehousing Unit makes every effort to assist Division and Section heads in keeping their records straight but the initial responsibility therefor remains with the Division or Section head concerned.

In the matter of Personnel Housing, Mr. Cassilly pointed out the extreme difficulties he was encountering in maintaining a complete and satisfactory inventory of property charged to him. His principal difficulty, he stated, is a lack of qualified personnel to take inventory when Center personnel arrive or leave the Center. Mr. Cassilly further expressed his feeling that the condition could not continue to exist much longer. Mr. Lipian suggested that a physical inventory of all Personnel Housing property should be accomplished as soon as possible. If necessary, other appointed personnel should be detailed to do the job. He suggested that Mr. Cassilly proceed on such a premise and at the next staff meeting present plans for taking such an inventory and having it completed no later than February 15. Mr. Lipian

January 23, 1945

asked if that dead line were agreeable, and, there being no objections by anyone concerned, Mr. Cassilly agreed that he should proceed accordingly.

Mr. O'Day expressed his concern over the lack of a satisfactory procedure for assuring an adequate supply of forms. He stated that he had ordered a supply of several thousand gate passes from the Washington office on November 11, and, not having been informed to the contrary, assumed that proper follow-up was being made to assure that they would be received on the project in time for his use. In this instance, no follow-up was made and it is now necessary to use mimeographed forms temporarily until the supply is received from Washington, or to borrow a supply from the Rivers Center. Mr. Lipian instructed Mr. Barrett to call Rivers and request them to loan us two thousand gate passes.

Mr. Lipian observed that a tighter control of forms had been found necessary and steps were being taken to insure an adequate supply at all times by transferring the control, requisitioning and ordering of forms to the Office Manager. This transfer is underway at the present time.

Mr. Cassilly stated that beginning February 1st, the new time and attendance record prescribed by WRA Manual instructions would go into effect. He stated that the responsibility for submitting reports on which the pay roll would be based, would hereafter rest with the Division chiefs. Mrs. Dorothy Taylor, Personnel Transactions Officer, explained the new procedure. A brief discussion ensued concerning the pre-posting of annual leave and the matter was tabled for further discussion by Mr. Lipian, Mr. Cassilly and others directly involved.

Mr. Connolly reported that the Finance Section is establishing flow charts of documents which would be ready in the next day or so.

Mr. Burdick stated that he was in process of closing two mess halls and discussed briefly the problems which he would encounter in the transfer or re-assignment of evacuee personnel.

Mr. Brennan pointed out that File Survey Schedules had not been received from all activities and that the Center must submit final report no later than January 31. He asked that all schedules not yet received be prepared and submitted in the next day or so.

Mr. Cassilly asked Mr. Burdick what actual steps had been taken in arranging for a re-assignment of mess hall employees and Mr. Burdick stated that he would like to discuss this matter with Mr. Cassilly. Mr. Lipian suggested that Mr. Burdick and Mr. Cassilly establish a calendar of procedure under which employees would become available for re-assignment.

The meeting was adjourned at 4:30 p.m.

R.R.D.: ya

Colorado River Relocation Center
Poston, Arizona

05
January 27, 1945

Memorandum to Duncan Mills
J. W. Powell
R. H. Rupkey
C. R. Carter
Scott Rowley
Pauline Bates Brown

Subject: Staff Conferences
Administrative Management Division

For your information, I am attaching a copy of a memorandum addressed to the Section and Unit heads of the Administrative Management Division establishing a schedule of individual afternoon conferences at which time the problems of the Sections and Units are discussed.

Should you wish to discuss problems related to your Division with any of our Section heads they will be in my office at the times indicated and you are invited to come in so that I may have the opportunity of participating in the discussion of those problems.

As indicated, we have a general staff conference every Tuesday afternoon at 3 p.m. which you are cordially invited to attend. In return I would welcome the opportunity to occasionally sit in on your staff conferences if you permit it.

Maurice Lipian
Maurice Lipian
Ass't. Project Director

ML:dl

Attachment

Colorado River Relocation Center
Preston, Arizona

January 26, 1945

No. 8

TO: Section and Unit Heads
Administrative Management Division

SUBJECT: Daily Clearance of Urgent Matters

With recent staff changes, it becomes necessary to revise our schedule of individual conferences and I am asking that beginning Monday, February 5, the following conference schedule be observed:

1. Individual Conferences

Monday through Friday of each week, with the exception of Tuesday:

1:00 - 1:45 Supply Section	(Mr. Barnhill Mr. Barrett Mr. Palmer
1:45 - 2:00 Statistics Section	Mr. O'Day
2:00 - 2:30 Personnel Section	Mr. Cassilly
3:00 - 3:30 Finance Section	(Mr. Connolly Mr. Goetting
3:30 - 4:00 Mess Operations Section	Mr. Burdick
4:00 - 4:15 Evacuee Property Section	Mr. Schmitt
4:15 - 4:30 Office Services Section	Mrs. Petta
4:30 - 5:00 Procedures and Forms Officer	Mr. Drennen

2. Divisional Staff Conference

Our Divisional staff conference, attended by all Section and Unit heads, will continue to be held in my office on Tuesday of every week at 3:00 p.m. As agreed, tardiness shall be penalized through the donation of five cents for every minute to the Administrative Management Division Kitty.

You should come prepared to bring up for discussion items pertaining to your Unit or Section which may be of general interest to other Sections or Units of this Division.

As I indicated before, there may be instances during the day when you require my immediate attention or some action on my part. In such instances, please do not hesitate to break in on me at any time during the day. Similarly, I may have to call for your assistance on matters of importance that cannot be held up until the hour designated for our individual conference.

Maurice Lipian
Ass't. Project Director

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

Minutes of Staff Conference
Administrative Management Division

January 30, 1945 3 p.m.

Present:	Mr. Lipian	Mr. Drennen
	Mr. Andresen	Mr. Goetting
	Mr. Angel	Mrs. Kitchens
	Mr. Barnhill	Mr. O'Day
	Mr. Barrett	Mr. Palmer
	Mr. Burdick	Mr. Petta
	Mr. Cassilly	Mrs. Petta
	Mr. Connolly	Mr. Schmitt
	Mr. Delp	

Mr. Petta arrived late, contributing ten cents to the Administrative Management Kitty.

Mr. Lipian stated that it was his definite impression that real progress was being made all along the Administrative Management Division front. He felt that the Finance, Supply and Mess Operations Section had made quite substantial improvements in their methods of operation recently and looked forward to similar progress being shown very shortly by the Office Services Section. Mr. Lipian stated that he and Mr. Mills together should like to undertake an inspection trip of the various units and sections within the next ten days and requested that Mr. Drennen, working with the section heads, arrange a schedule which would enable the greatest observation of operations and would be acceptable to Mr. Mills. Mr. Lipian believed that approximately half an hour should be allotted to each unit and the inspection should begin around February 10th.

Mr. Lipian stated that when he first arrived at the Project, Mr. Mills had written a memorandum to him sketching briefly the state of affairs of the Administrative Management Division and requesting that certain matters be attended to. Mr. Lipian said that from time to time he reread this memorandum and he is now able to report that nearly everything Mr. Mills had called to his attention had been taken care of, with one or two exceptions. Mr. Mills had noted that Procurement has been accustomed to making an individual file folder for each purchase transaction and he felt that this would bear analysis inasmuch as, particularly at this time, all office supplies are difficult to obtain and usage thereof should be held to a minimum. He wondered if a series of transactions could be advantageously consolidated into one folder. Similarly Mr. Lipian pointed out that the Finance Section makes a file folder for each voucher. Mr. Lipian requested a discussion as to the continued use of this procedure.

Mr. Barnhill pointed out that in a previous instance wherein a Government agency had finished operations, they were specifically instructed by the National office to provide a file folder for each purchase transaction. Reasons for this were the greater ease in locating them, and the greater ease in preparing the documents for shipment to the National office. Messrs. Delp and Angel stated that it was their belief that the greater margin of safety provided for the documents having an individual folder was well-worth the slight additional cost and usage of materials and they felt the practice should be continued.

Mr. Lipian stated that in view of the discussion and the apparent concurrence of all concerned he would recommend to Mr. Mills the practice of providing an individual folder for each transaction be continued.

Mr. Lipian stated that the telephone bill for the month of December was \$85 greater than the previous month. He again cited instances of telephone conversations lasting as long as twenty-five minutes and stated that these conversations must be trimmed to bare essentials.

Mr. Lipian brought to the attention of the staff the fact that Mr. Mills had made an announcement in general staff meeting previously to the effect that from the standpoint of the Project there were certain places of business in Parker which should not be frequented by staff members. Mr. Lipian expressed Mr. Mill's deep concern over this subject and urgently requested the cooperation of all members of the Administrative Management Division.

Mr. Lipian brought to the attention of the staff the new rules and regulations pertaining to the use of motor equipment which will become effective within the next few days.

Mr. Barrett stated that a scale had been purchased for use by the Mess Operations Section in the proposed slaughter house and inasmuch as the slaughter house had not been completed there was now no need for the scale. He suggested it be returned to the vendor if no other use for it was found by the Project. It was agreed that the scale would be returned if possible; otherwise it would be turned over to Mr. Schmitt to be used in the Central Receiving and Shipping Station.

Mr. Barrett expressed his appreciation for the help of Messrs. Delp and Angel in instituting new Property Control procedures.

Mr. O'Day and Mrs. Kitchens pointed out that employees of their Sections were regularly required to work late at night and asked what provisions could be made for late meals. Mr. Burdick stated no provisions could be made in the mess halls and Mr. Lipian suggested that possibly an arrangement could be made with Internal Security for the use of their hot plate in preparing lunches.

Mr. O'Day reported that the name-by-name accounting of the evacuee population is very near completion and requires now only a check against the Census. The information required by the Army will be ready in another few days. Mr. O'Day pointed out again some of the troubles and difficulties he was experiencing in preparing these lists.

Mr. Lipian observed that the census now being taken by Statistics is the first complete census in the history of the Project.

Mr. Schmitt reported that he had prepared an estimate of supplies which would be needed in the coming months for transporting evacuee property. The estimate totaled around eight thousand dollars. Mr. Lipian informed Mr. Schmitt that the estimate had been mailed to Washington on January 29.

Mr. O'Day brought up again the question of payment for quarters by visiting evacuees and a brief discussion ensued. Mr. Lipian read a telegram designed to clarify the situation and observed that possibly the Finance Section should take steps in seeing that all requisite collections were made.

Mr. Palmer reported that he had been working with Mr. Schmitt on his requirements and with Mr. Barnhill on quarterly estimates.

Mr. Lipian stated that the Finance Section should take some steps at this time to bring in the budgetary estimates. They should be in not later than the 10th of February and hearing should be completed not later than the 15th of February, which would give ten days for consolidation and transmission to the Washington office. Mr. Connolly is taking steps in that direction.

Mr. Cassilly reported that the inventory of personnel housing was progressing and he hoped to have it finished by the middle of the month. Mr. Lipian noted that this was faster than had been agreed at the previous staff meeting and complimented Mr. Cassilly. Mr. Cassilly reported that recently forty new mattresses arrived and stated that distribution would be made, according to need, immediately after completion of the inventory.

Mr. Cassilly reported that a teletype had been received from Washington revising procedure for the payment of accrued and accumulated annual leave upon separation from Government service. He pointed out that the teletype was for informational purposes only pending issuance of detailed procedure. Mr. Lipian requested that at the proper time Mr. Cassilly work with Mr. Drennen in preparing a project memorandum citing the new provisions for the information of the appointed staff.

Mr. Cassilly reported that a new timekeeping procedure for appointed personnel would go into effect February 1st and, accordingly, the Personnel Management Section had conducted interviews during the last week with all appointed personnel who would be responsible for the submission of timekeeping records.

Mr. Connolly stated that greater care should be exercised in making advance estimates, inasmuch as heretofore estimates were sometimes fifty percent lower than the final cost of the article or services involved. Mr. Barnhill felt that more concise instructions for the making of estimates should be given to staff members and Mr. Lipian asked Mr. Barnhill to draft a project memorandum to that effect.

Mr. Barnhill reported the results of a survey conducted by himself, Mr. Barrett and Mr. Delp into the work of the Express sub-unit of Postal Services Unit. He stated that he was making several changes in the operational procedure of that sub-unit, among them the transfer of the Camp I office to the new Central Receiving and Shipping Station.

Mr. Lipian stated that Mr. Barnhill should take some steps to effect collection if possible from the Santa Fe Railway of money due by reason of their failure to transport shipments to the project as destination rather than making it necessary for us to transport the shipments. Mr. Lipian requested Mr. Barnhill and Mr. Cassilly to investigate the evacuee personnel situation in the Express sub-unit; it is his belief that twenty employees is too many for the work involved.

Mr. Burdick requested that Mr. Cassilly make every effort to fill his outstanding requisition for female workers inasmuch as the parents of the one girl employee in his office at the present time have requested her not to continue working there as the only female employee.

Mr. Burdick stated that one of his appointed staff employees has requested twelve days annual leave and Mr. Burdick felt that the employee was entitled to all possible consideration by reason of the fact that his services were very much appreciated and the employee had not requested annual leave since his employment began on the Center. Mr. Burdick at the same time expressed his feeling that in authorizing this employee to take leave at this time the Mess Operations Section would be placed in a difficult situation and he requested an expression of policy in connection with the granting of leave.

Mr. Lipian pointed out that he had authorized all section heads to grant leave to their employees when they felt it was necessary and desirable, that in so doing they should bear in mind all factors. Mr. Lipian stated that during this time of national emergency it was some times exceedingly difficult for a key employee to take leave and that in remaining at their post they were contributing to the war effort in a most substantial manner.

Mr. O'Day pointed out that the granting of leave was sometimes desirable from the view-points of morale and increased efficiency. Further discussion developed and was concluded with the statement by Mr. Lipian that all factors should be weighed by the section head before granting leave.

Mr. Petta further reported for the Mess Operations Section that with the assistance of the Finance Section the paper work in his office was being organized on a much more satisfactory basis.

Mrs. Kitchens requested information as to the distribution of certain records which had been turned over to her by the Finance Section in its recent re-arrangement of office supplies and Mr. Brennan stated that he and Mrs. Petta were developing a procedure in accordance with the manual requirements whereby records could be categorized and disposed of in accordance with Government regulations. This procedure will be publicized as soon as it is completed.

Mr. Lipian audited the Administrative Management Kitty and observed that donations thereto had fallen off sharply due to the arrival of staff members at the staff conference on time.

The meeting adjourned at 4:30 p.m.

NRD:ya

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

Minutes of Staff Conference

Administrative Management Division

February 6, 1945 3 p.m.

Present:	Mr. Lipian	Mr. Goetting
	Mr. Andresen	Mrs. Hope
	Mr. Angel	Mr. Horn
	Mr. Barnhill	Mrs. Horn
	Mr. Barrett	Mrs. Kitchens
	Mr. Burdick	Mr. Palmer
	Mr. Cassilly	Mrs. Petta
	Mr. Connolly	Mr. Schmitt
	Mr. Delp	Mrs. Taylor
	Mr. Drennen	

Mr. Lipian read a memorandum from Mr. Myer congratulating the entire WRA staff on its participation in the recent War Loan Drive. Colorado River Center reached 148 percent of its quota, holding fifth place among all centers.

Mr. Lipian stated that Messrs. Clear and Cahn had been favorably impressed with their quick inspection of the Administrative Management Division on their recent trip. He also announced that Mr. Earl Brooks, Personnel Officer from Washington, would arrive on the Center within the next few days. The nature and duration of Mr. Brook's visit is not known at the present time but Mr. Lipian felt that any problems that might require his attention could be brought up during his stay.

Mr. Lipian commented on the progress that had been made within the Administrative Management Division in coordination of efforts and the flow of work as it effects the several units and sections. He felt that the time is approaching when we should all think in the larger terms of coordinating our work with that of the other divisions in a fashion which has not yet been done. The Administrative Management Division is the corner stone of the successful operation of the center as a whole and in coming months, with the increasing tempo of relocation, its part will become ever more vital. Mr. Lipian stated that we have experimented along those lines of greater overall coordination--one of those experiments being the preparation of an all-inclusive report to Washington in reply to the examination conducted by the Field Examination Section of the Washington Office last October. He stated that our report was highly satisfactory and extended congratulations to Mr. Goetting and the others who were directly responsible for its compilation.

Mr. Lipian referred to the report from Mr. Utz, Chief of Operations, of the Washington office in connection with the Operations program for the coming months. During Mr. Utz's visit to the project, there were various agreements and decisions arrived at

which vitally effect the operations of all activities. The report is being routed to all section heads for their information.

Mr. Barrett read a teletype requesting the loan of certain items of equipment by another center. Mr. Lipian stated that he had formerly expressed himself as being opposed to loaning equipment of any character whatsoever. If the equipment is not needed for use by this center, it should be declared as surplus and disposed of through established channels.

Mr. Horn reported that it was necessary for him to convert some motor equipment for use in transportation to Parker and requested information as to whether this could be accomplished without Washington approval. Mr. Lipian stated that any conversion that was necessary should be approved by the Board of Survey and transmitted to Washington for approval before the conversion.

Mr. Connolly reported problems in connection with obtaining evacuee personnel for the Audit Unit of the Finance Section. He said they had requested some CAF-3 positions and if those positions were authorized and filled the Finance Section could function without evacuee personnel. As the center draws to a close, it would be increasingly difficult to obtain evacuee personnel and, therefore, organizing in a manner designed to operate without them is a highly desirable move.

Mr. Cassilly replied that the staff members in the room at that time represented requisitions for a total of twenty-two evacuee clerks and administrative employees. He pointed out that filling those requisitions was an extremely difficult task. He also pointed out that even in the event the Washington office approves the positions which have been requested by the Finance Section at grade CAF-3, it would be unlikely a successful recruitment could be made. The Civil Service Commission in Phoenix has advised him that they would hesitate to even certify people to grade CAF-3, for the reason that nearly everyone qualifying for that grade can find placement at CAF-4. Mr. Lipian, in that event, said that Mr. Cassilly should take immediate steps to contact the National office with the view to raising the grade level to CAF-4 in order that successful recruitment may be made and that Mr. Cassilly should take further steps in this direction by examining all CAF-3 positions with the view to increasing their grade, if they cannot be filled, or to abolishing them.

Mr. Schmitt stated that he could use to a great advantage all empty cartons, crates, boxes, barrels, corrugated papers, excelsior, etc. for packing evacuee property for shipment, and he requested the staff to advise him of any such material that may be obtainable.

Mr. Cassilly reported that all barracks and apartments in Camp I are filled to capacity and that it is now necessary to use facilities in Camp II for new appointees. He stated that he would

like to work with Mr. Horn on a schedule of transportation for any employees who may be assigned living quarters in Camp II.

Mr. Burdick stated that the rice which had been rejected was still awaiting shipment back to the Quartermaster and Mr. Lipian instructed Mr. Barnhill to take any action necessary in the matter.

Mrs. Horn, reporting for Statistics Section, expressed her appreciation to the Procurement Unit for the loan of six clerks, in accordance with the appeal made in a previous staff meeting. She reported that the census is nearly completed and would be stenciled for mimeographing very soon.

Mr. Barnhill said that Mr. Johnson, Postmaster, had reported a number of violations in the use of franked mail by employees of the center. Mr. Lipian expressed his alarm over this practice and instructed Mr. Barnhill to take all necessary steps in stopping it.

Mr. Lipian suggested that a committee be formed composed of female staff members to take the initiative in arranging a party for the staff out of the proceeds of the Administrative Management Kitty. He suggested that a report be made by the committee at the next meeting.

The meeting adjourned at 4:15 p.m.

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COLORADO RIVER RELOCATION CENTER
Poston, Arizona

Minutes of Staff Conference
Administrative Management Division

February 13, 1945 3 p.m.

Present:	Mr. Mills	Mr. Connolly
	Mr. Lipian	Mr. Drennen
	Mr. Ahrens	Mr. Goetting
	Mr. Andresen	Mrs. Horn
	Mr. Barnhill	Mr. Langdon
	Mr. Barrett	Mr. O'Day
	Mr. Brooks	Mr. Palmer
	Mr. Burdick	Mrs. Petta
	Mr. Cassilly	Mr. Schmitt

Messrs. Burdick, Palmer and Andresen arrived late contributing five cents, fifty cents and forty-five cents each into the Administrative Management Kitty.

Mr. Lipian informed the staff that Mr. Earl Brooks, Personnel officer from the Washington office, was concluding his quick visit to the center and that his conferences with division and section heads had produced highly satisfactory results from the standpoint of center operations. Mr. Lipian felt that it would become increasingly necessary for the center to work in close liaison with Mr. Brooks and the Washington Personnel Management section in solving personnel problems at the center.

Mr. Lipian read a memorandum from Mr. Mills stating that the Washington office had not granted permission to increase the personnel ceiling and that we are now twelve positions over the ceiling. Mr. Mills, in his memorandum, instructed all division and section chiefs that the previous system of justifying critical vacancies to be filled must now again be placed in operation. Mr. Lipian requested that all section heads of the Administrative Management Division discuss their critical vacancies with him for presentation to Mr. Mills.

Mr. Barrett introduced Mr. Clarence E. Ahrens who has taken the recently created position of Assistant Property and Warehousing officer.

Mr. Barnhill reported that he and Mr. Barrett are undertaking a survey of property utilization and will require that all property and equipment that is not used to the maximum degree must be returned to the warehouse for reassignment to places where it will be utilized fully. Mr. Barnhill stated that representatives of the Treasury Department had visited the project twice recently inquiring about and inspecting surplus property and property that must be soon be listed as surplus. From previous experience Mr. Barnhill felt that it would be desirable to have the Treasury Department assign representatives to remain on the project

February 13, 1945

until all property has been disposed of. Mr. Lipian instructed Mr. Barnhill to take certain steps in establishing proper liaison with the Treasury Department. Mr. Lipian further felt that it might be desirable at the proper time to establish a full-time appointed position to assume the responsibility for appraising and disposal of surplus property. Mr. Brooks stated that two such positions had been established during the closing of the Jerome Center.

Mr. Barnhill said the advance estimates were coming in rather well but that in the normal requisitioning procedure he felt it was not only desirable but would become increasingly necessary that activities anticipate their requirements far enough in advance that normal delivery schedules could be maintained. In this connection he stated that the Supply Section would at all times take care of genuine emergencies as they arose.

Mr. Connolly reported that an individual representing himself as recruiting evacuee help for a firm in New York State had appeared in his office requesting interviews with qualified bookkeepers and accountants. Mr. Connolly felt that this was not the proper procedure in effecting relocation and Mr. Lipian concurred, instructing Mr. Connolly and all section heads to refer individuals hereafter to the Relocation Division. The Relocation Division will thereupon arrange appointments for interviews.

Mr. Connolly discussed personnel problems within the Finance Section and Mr. Brooks stated that he felt it would become increasingly necessary to detail appointed personnel and evacuees from less important functions to critical functions. He stated that they were doing this in the Washington office to a satisfactory degree.

Mr. Burdick discussed some problems he was encountering in transferring property from one mess hall to another in mess hall consolidations, or returning the property to the Property Control and Warehousing Unit.

Mr. Lipian instructed Mr. Burdick to notify Mr. Barnhill by memorandum immediately upon the approval by Mr. Mills of the closing of any mess halls and to prepare such property documents as may be necessary in transferring the property. Mr. Barnhill will thereupon take such measures as may be necessary in effecting the removal of the property.

Mr. Cassilly stated that with the closing of mess halls there would be a displacement of evacuee workers and he requested that section heads survey the utilization of evacuee workers at their maximum efficiency with the view to reassigning such workers as were found to be doing work in which their skills were not fully utilized. Mr. Connolly asked whether it would properly be a function of the section chiefs or of the Personnel Management Section,

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and Mr. Cassilly replied that Personnel Management Section, although they would encounter personnel difficulties of their own, would be glad to cooperate with the section heads in such a survey when requested to do so.

Mr. Lipian asked Mr. Cassilly whether he felt the time might not be approaching for the establishment of a stenographic pool and Mr. Cassilly replied that he believed it would be highly desirable but there would be many obstacles in doing so. Mr. Lipian instructed Mr. Cassilly to consider the matter and make recommendations.

Mr. O'Day stated that he was in urgent need of a number of typewriters and typists for a temporary period to type the rosters in the Statistical Department which are now nearing completion. Mr. Barnhill stated that he would provide Mr. O'Day with the necessary machines and Mr. Lipian said that he would propose in the top staff meeting that each activity be instructed to detail a typist or two to Mr. O'Day for the completion of the job.

Mr. O'Day reported the unsatisfactory meals which were being served in the Camp II Personnel Mess Hall and Mr. Lipian said he had already discussed this condition with Mr. Burdick who is taking steps to rectify the situation.

Mr. Schmitt stated that he was encountering labor troubles and inquired as to the possibility of establishing a labor pool. Mr. Brooks pointed out that the Washington office was not disposed to the establishment of a labor pool inasmuch as they have been found in practice to be ineffective when used in the centers.

The meeting adjourned at 4:30 p.m.

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COLORADO RIVER RELOCATION CENTER
Poston, Arizona

Minutes of Staff Conference
Administrative Management Division

February 20, 1945, 3 p.m.

Present: Mr. Lipian Mr. Goetting
 Mr. Ahrens Mrs. Hope
 Mr. Andresen Mr. Langdon
 Mr. Barrett Mrs. McRay ✓
 Mr. Burdick Mr. O'Day
 Mr. Cassilly Mrs. Petta
 Mr. Connolly Mr. Schmitt
 Mr. Drennen

Mr. Lipian opened the meeting by stating his regrets at not being able to feed the "Hon. Kitty" since everyone reported on time. Mrs. Katherine McRay, who will replace Mrs. Petta as acting Office Manager in Office Services was introduced to the staff.

He then reported that on February 23 and 24 he and Mr. Mills will make a tour of Administrative Management Sections and will spend a little time in each office. He announced the schedule of their visits to be as follows:

Friday, February 23, 1945

8:00 a.m. - Property Control and Warehousing Unit
8:30 a.m. - Evacuee Property Receiving and Shipping
 Station - Express Unit
8:45 a.m. - Mess Operations
9:15 a.m. - Personnel Management
9:40 a.m. - Statistics
10:00 a.m. - Post Office
10:15 a.m. - Office Services

Saturday, February 24, 1945

8:00 a.m. - Procurement
8:20 a.m. - Finance Section
8:45 a.m. - Evacuee Property Office

Mr. Schmitt asked who was to assume the responsibility for transportation of property belonging to evacuee to the Parker railhead. Mr. Barrett replied that he and Mr. Barnhill are working on a plan and as soon as it is worked out it will be cleared with Mr. Schmitt.

Mr. O'Day reported difficulty in being unable to rely on work produced by evacuee clerks. He mentioned specifically that one-third of the work done on the Master Roster will have to be rechecked. Mrs. Hope supported his statement by reporting that she had the same difficulties with carelessness in preparing the daily population reports.

February 20, 1945

Mr. Lipian suggested that section heads prepare an outline of their problems to be presented to Mr. Myer who will be present at the staff meeting Tuesday, March 6 at 1:30 p.m.

Mr. Lipian stated that Mr. Burdick was going to Denver to attend a conference on Mess Operations which will be attended by Project Stewards and suggested that section heads prepare for him outlines of Budgets, Inventories, Transfer of Properties, Mess Hall Closings and any other items that might be needed by Mr. Burdick in Denver.

Mr. Schmitt reported that he had a serious need for appointed personnel to fill the positions authorized for his section. He said his program is going along as well as could be expected but transportation is still a bottleneck and there are still liason problems to be worked out with the Motor Pool.

The transfer of the Appointed Personnel Payroll from Personnel to the Finance Section was discussed. Mr. Cassilly reported that the date of the transfer was tentatively set for March 1 but if it involved some space rearrangement it probably could not be accomplished before April 1.

Mr. Connolly reported that due to the serious labor shortage in his section, some phases of the work were constantly going backwards. He read a letter written by Mr. Cobb outlining in detail the difficulties he was encountering due to lack of help. Some unpaid bills were 120 days old. Unless additional help was forthcoming, he could not promise that they would be able to recheck evacuee payrolls prior to August.

Since it is difficult to recruit workers for this particular section, Mr. Cassilly suggested that workers be transferred to Mr. Cobb from other departments in the section and then recruit new workers for the vacancies these transfers create. Mr. Cassilly reported further that although he knew of qualified clerks in Camp III he had been unable to recruit them for work in Camp I.

Mr. Cassilly mentioned an instance where a letter he wrote took six days to reach Phoenix.

Mrs. Petta replied that it should be remembered that there is only part-time messenger service and that the whole problem is now being studied by Mr. Drennen.

Mr. Barrett reported that matters in his department were straightening out. They have started on the inventory and are working on surplus property problems. They have started to pick up property and desks and have almost completed the garage inventory. He gave a brief description of internal labor troubles.

Mr. Schoenhut offered to assist Finance with old obligations if they are in the nature of purchase orders.

February 20, 1945

Mr. Drennen brought up the subject of Project Memoranda and stated that it should not be necessary to read them at the staff meetings but that they should be carefully read by the persons to whom they are sent. Mr. Cassilly added that a wider distribution of Project Memoranda would be helpful, i.e. sending them to all appointed personnel.

Mr. Lipian presented to the meeting a letter from Mr. Myer and handed it to Mr. Drennen to be read. A copy of this letter is attached and becomes a part of these minutes.

The meeting adjourned at 4:45 p.m.

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COLORADO RIVER RELOCATION CENTER
Poston, Arizona

Minutes of Staff Conference
Administrative Management Division

February 28, 1945, 3:00 p.m.

Present: Mr. Lipian Mr. Drennen
Mr. Ahrens Mr. Goetting
Mr. Andresen Mrs. Hope
Mr. Barnhill Mr. Langdon
Mr. Barrett Mrs. McRay ✓
Mr. Burdick Mr. Palmer
Mr. Connolly Mr. Schmitt

Members of the Staff Conference gleefully assessed Mr. Lipian 35 cents when he reported seven minutes late to the conference. (It should be noted that Mrs. Horn had to actually pull him out of bed and bring him to the conference.) Mrs. McRay and Mr. Barnhill also came through with 30 cents and 25 cents, respectively, for their late arrival. Mr. Connolly and Mr. Goetting, deep in budgets, forgot the conference altogether until reminded and enriched the "Kitty" by contributing 50 cents each.

Mr. Lipian announced that on the first of March the Administrative payroll would be transferred from the Personnel Section to the Finance Section together with War Savings Bonds and records.

He also informed the Section heads that Mr. Mills called the attention of the "top staff" to the fact that many of the appointed personnel are in the habit of arriving late to work. He asked that they make it a point to report to work promptly at 8:00 a.m. and 1:00 p.m. and asking their staffs to do likewise.

Mr. Lipian read Administrative Notice #221 regarding Suspension of Requirement of Approved Relocation Plan and handed Administrative Notice #217 regarding Curtailment of Supply Activities to Mr. Barnhill to be read to the group.

Mr. Schmitt discussed his program of crating and shipping of evacuee property. He reported that he would like some help in getting GBL's back to Procurement after shipment is made. He said it was taking longer to prepare GBL's than it took to crate the property. Mr. Lipian suggested that these be separated in his office and the messenger instructed to deliver them directly to Procurement or Evacuee Property without it going through Office Services for resorting and delivery.

Mr. Andresen mentioned an incident where an employee from the Property Control and Warehousing Unit came with a GBL and asked to have an item deleted because it could not be located.

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Mr. Andresen felt that he could not make any deletions without a memo to that effect. Mr. Schmitt said that when the stencil cutting machine arrived, they would be able to eliminate possibilities of lost packages as the GBL number would be painted on each package. Mr. Schmitt also emphasized the fact that an appointed employee is needed in the warehouse.

Mr. Schmitt reported on the progress being made in the manufacture of boxes for use in crating evacuee property. He and Mr. Mills visited the shop and found that they had completed about 2,000 of the 4,000 boxes estimated to be completed by the end of March. Mr. Lipian suggested that a check be made of boxes used during the past month to determine how many boxes were used per departing family so that a more accurate estimate can be made of how many boxes will be needed for the families still remaining to go out.

Mr. Schmitt reported that the platform scale he had received in response to his request was in poor condition and he would have to have a better scale. Mr. Barrett assured him that they would provide him with a better scale.

Mr. Lipian asked that Section heads pay closer attention to letters originating in their respective sections. He said many letters reached his office which had to be corrected or rewritten. He suggested that stenographers prepare rough drafts if necessary and that those be checked by the writer before the actual letter is written.

Mr. Connolly reported that they were in the last stages of budget preparation. The last part is being typed and it is about ready to be assembled. Mr. Lipian said he was concerned about the Evacuee Payroll, Clothing Allowances, Appointed Personnel payroll and especially about the Evacuee Leave Records which have never been established. Mr. Connolly said that when the budget was completed, he and Mr. Goetting planned to devote all their time to checking these operations.

Mrs. Hope, reporting for Statistics, said that there are liaison problems to be worked out with the Military Police. The Military Police have decided that a civilian (gate clerk) cannot stop soldiers entering or leaving the center. Mr. Lipian suggested that a meeting be held at 8:00 a.m. on Friday with a representative of Finance, Statistics, Internal Security and Relocation so that this problem and the problem of collecting subsistence from visitors may be discussed.

Mr. Burdick reported that they were about to transfer the records to the Property Control and Warehousing Unit of all Mess Operations items other than food items. He discussed the tediousness of the present requisitioning procedure. However, Mr. Lipian suggested that Mr. Burdick anticipate his needs and put in his

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requests for supplies a week in advance and he'll experience no difficulty in getting what he needs for Mess Operations.

Mr. Barnhill and Mr. Barrett asked that Mr. Burdick give them a schedule of mess hall closings.

Mr. Barrett reported that although the warehouse crew at Parker was much better than it had been in the past and they are able to save a considerable amount of money in demurrage, there is still room for improvement. He cited an instance where they were asked to perform an undesirable task and they announced they were going home. Mr. Lipian suggested that in this instance it would be well to "go along" with the evacuee crew.

Mr. Barnhill reported that in general the new requisitioning procedure is beginning to function. People are coming in with emergency orders and when the request is a genuine emergency they are promptly taken care of. He mentioned that office supplies were being listed on the same requisition with medical requirement and said that this was undesirable.

Mr. Barnhill also mentioned that in Block 202, Building 11, he had discovered thousands of textbooks piled on the floor and apparently scheduled to be used as wastepaper. He suggested that these books be turned over to a philanthropic organization or some agency that could put them to actual use rather than using them as waste paper. Mr. Palmer added that they were part of a shipment which the Project received for \$1.

Mr. Burdick brought up the subject of the large amount of shredded wheat, hominy, dried split peas, beans, and other food items to which the community is not receptive. He said that although these items are not generally liked they have a high nutritional value and might be desirable to United Nations Relief Association. Mr. Lipian asked Mr. Barnhill to look into this.

The meeting was adjourned at 4:45 p.m.

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COLORADO RIVER RELOCATION CENTER
Preston, Arizona

m. Ray

Minutes of Staff Conference
Administrative Management Division
March 20, 1945

Present:	Mr. Lipian	Mr. Goetting
	Mr. Ahrens	Mr. Horn
	Mr. Barnhill	Mr. Hunter
	Mr. Barrett	Mrs. McKay
	Mr. Burdick	Miss Miller
	Mr. Cassilly	Mr. O'Ray
	Mr. Connolly	Mr. Palmer
	Mr. Brennan	Mr. Schmitt

Mr. Lipian called the meeting to order at 3:00 p.m. Since there were no late arrivals the "Kitty" suffered once again, by not receiving contributions. He introduced the subject of group hospitalization and said that plans were now being made to put the group hospitalization into operation at this center. He urged everyone to sign up for it.

Mr. Lipian then asked for comments on the monthly report of work load and work backlogs which was inaugurated the first of March.

Mr. Barnhill reported that he thought the report was quite good and even though the volume of work backlog seemed staggering, it was not unreasonable when the volume of work put out with the available labor force was considered. He said the big point now was how to reduce the backlog with the available personnel. He indicated that they had made good progress with the surplus properties scattered throughout the warehouses in spite of the fact that they were in the midst of a physical inventory. They have fewer complaints from those requiring emergency and daily delivery of items.

Mr. Connolly reported on the progress made in the Finance Section towards eliminating the backlogs which existed on the first of March. He stated that the complete backlog in the Accounts Unit would be cleaned up by March 31. As far as the Audit Unit is concerned he hoped to have it running smoothly by the 28th of March. The Carrier Bill backlog will be taken care of by the first of May. He asked Mr. Goetting to report on the other Units.

Mr. Goetting reported that the subsistence reports which were lagging on March 1 were up-to-date and transfers from the old to the new system were completed. He said there still existed the problems of the transfer of materials and supplies other than food stuffs to the Property Control and Warehousing Unit and if these transfers were made they could start the use of Form 111. He stated that the transfer of duties from Mr. Petta to Mr. Powers had further delayed progress in this respect. It is his intention that someone, probably Jimmy Johnson, should go down to the warehouse and help them with the daily inventory Balance sheets.

Mr. Burdick commented that the report was very interesting as a picture of the operations of this division. Mr. Lipian stated he felt as Mr. Mills once expressed that "the project is as good or as bad as its Division of Administrative Management".

March 20, 1945

Mrs. McKay reported that while they had hoped to have the backlog of filing in Mails and Files up-to-date by March 15, it was not going to be possible to accomplish this until March 31. She said the telephone directory would be out by the end of the week.

Mr. Brennan commented that he thought the report was good but there was much room for improvement. He said that as time went on the various sections would probably find additional items to be reported. He said that it showed clearly where the backlogs lie and that it could be used as a justification for additional personnel.

Mr. O'Day stated that the report showed clearly that everyone needed personnel. He felt, however, that the report would be more effective if it gave an estimate of how much personnel was needed and how many clerk hours would be required to complete the work at hand.

Mr. Cassilly stated that he wanted to put in his complaint. He said that several of his employees were leaving and the Personnel Management Section was badly in need of personnel.

Mr. Lipian stated that he had several feelings about the report. He was disturbed by the apparently staggering backlogs yet he felt that the backlogs were much greater when he first came to Poston and that a great deal of progress had been made to reduce these. He said that on next month's report he would like to have the data listed along side those of this month's data so a comparison and analysis of progress could be made. He added that he felt the data for a two or three month's period would give a more complete picture. He suggested that Section Heads make a careful study of the items listed on their respective reports eliminating those which mean nothing in terms of work load and adding others they might feel necessary to present a better picture of what has been accomplished in their section during the reporting period.

The subject of the mess hall at Camp II was brought up and Mr. Lipian appointed a committee to consist of Mr. Cassilly, Mr. Bardick, Mr. Connelly and himself to have lunch at the mess hall on Thursday and attempt to determine if the meals are as poor as reported.

The meeting was adjourned at 4:15 p.m.

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COLORADO RIVER RELOCATION CENTER
Poston, Arizona

C. Carter

Minutes of Staff Conference
Administrative Management Division
April 17, 1945

Present: Mr. Lipian Mr. Burdick
 Mr. Carter Mr. Maxcey
 Mr. Wells Mr. Goetting
 Mr. Cassilly Mr. Barnhill
 Mr. Connolly Mr. Horn

The meeting was called to order at 11:00 a.m. Mr. Lipian stated the purpose of the meeting was to clarify various functions, now being performed by several Sections of this Center. He briefly reviewed the procedure of obtaining ration books (3 & 4) from the evacuee at the time they enter the Project. As far as is known, the books are filed by the Relocation Division and ration coupons are not being deleted.

Mr. Wells stated that the evacuees' ration books are picked up at the gate; and at time of departure, the books are re-issued intact. For one who has never had a book issued him, a certificate is issued to the Ration Board, at the point of relocation, request the issuance of books 3 and 4. They, also, handle all applications for shoes (OPA issue a special shoe stamp to the evacuee) and the applications for rubber boots.

Mr. Lipian brought up the question of ration books for appointed personnel. The books, already on file, are being deleted periodically of their coupons. Unfortunately, all the books have not been picked up. Approximately 35 ration books are in the hands of personnel who have unrestricted meal tickets. The third problem presented was about the gasoline rationing. When an evacuee or appointed employee reports to the Project in his privately owned automobile, the unused gasoline ration stamps should be picked up, as the coupons were issued only for that specific trip. He stated that we had been severely criticized by the OPA representative for not contacting employees and trying to recover the unused stamps and returning them to the Ration Board. Also, we have been issued coupons for 1000 gallons of gasoline for use in our government fleet of cars. Apparently, through ignorance on our part perhaps, we have diverted some of this gasoline for use in private cars when our personnel has been on official business. This, according to the OPA representative, is a serious offence.

Mr. Carter stated that some gasoline had been used for shopping trips.

4/17/45

Mr. Cassilly understood that Mr. Horn was to authorize all gasoline for appointed personnel, other than shopping trips. He stated there had been no applications, since that time, for occupational driving, or share-the-ride.

Mr. Lipian expressed the hope of obtaining some order out of the chaos that now exists, and suggested that a Project Panel be set up which would concern itself with all the business of rationing. He asked for suggestions and then read a letter, from Mr. Carter, proposing that a Ration Clearance Section be established.

Mr. Horn told of being on a trip around the project with Mr. LaMotte, from the OPA. Mr. LaMotte stopped two cars and asked them how long they had been here, how many gas coupons they had, and requested to see their coupon books. They refused to answer, although one did state he had been here for six months; nor would they show their ration books. Mr. LaMotte expressed the opinion that we were helping contribute to the black market outside. He had, also, seen loose red stamps being passed across the counters. Mr. Horn went on to tell of an evacuee, who had gone to Phoenix and returned. He raised the question of where and how did they get their gasoline, as it was not issued on the project, or by the OPA.

Mr. Carter suggested that if we had a centralized rationing office all applications could be screened so that only those who are actually changing residence would be issued stamps. He mentioned the possibility that the residents might be sending the stamps to their friends outside. Mr. Carter didn't know, exactly, how complete control may be had of the situation, but believed that more efficient operations could be maintained if we have a centralized set-up where every form of ration is handled. He suggested that the new board be located in Supply Section.

Mr. Horn stated that applications were sent for approval to get the gasoline to return to California. He said one of the residents stated he had lots of gasoline and could go to California and return.

Mr. Wells reported we are not giving them gas or taking applications. They are not supposed to have gasoline when they come in. According to OPA regulations, when they come to this Center, the tickets are supposed to be turned in at Parker.

Mr. Lipian said that the only time OPA will issue coupons is to transport a piece of equipment. For example, they provide gas to move one car from another city to Poston, or vice versa.

4/17/45

Theoretically, they have given the applicant enough coupons only for this trip and no more, but because of differences in gas consumption, mileage, etc., coupons are still left, and should be surrendered. Subsequently, if there are any more trips the equipment should make, it is a matter for the OPA to dispose of.

Mr. Carter reported that we assume no police functions, whatsoever--when someone has a bonafide relocation, we submit it to the Board, but not for a round trip.

Mr. Lipian stated that the thing he hoped to accomplish was to centralize all matters pertaining to rationing in one place. He further suggested that Internal Security, or their guards, watch for stealing of gasoline.

Mr. Connolly suggested waiting until we see how much financing it will take. Meal tickets should not be issued unless the ration books are secured and that seems to be their only responsibility.

Mr. Wells, Mr. Connolly, Mr. Cassilly, Mr. Horn, Mr. Barnhill and Mr. Maxcie, were appointed by Mr. Lipian to act as a committee to study the various questions that have been raised. This group will prepare details, lists, make recommendations, discuss procedures, deletion of expired coupons, and how the books will be picked up. Mr. Wells was asked to act as Chairman, and the committee will meet at their convenience, reporting to Mr. Lipian next Tuesday morning.

The meeting was adjourned at 11:45 a.m.

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COLORADO RIVER RELOCATION CENTER
Preston, Arizona

Minutes of Staff Conference
Administrative Management Division
May 15, 1945
3:00 p.m.

Present:	Mr. Lipian	Miss Gorman
	Mr. Ahrens	Mr. Horn
	Mr. Barrett	Mr. Hunter
	Mr. Burdick	Mrs. Kitchens
	Mr. Byrd	Mr. Langdon
	Mr. Cassilly	Miss Miller
	Mr. Connolly	Mrs. McRay ✓
	Mr. Drennen	Mr. Palmer
	Mr. Goetting	

Mrs. McRay, Mr. Burdick and Mrs. Kitchens arrived late contributing fifty cents, fifty cents and twenty cents respectively, to the "Kitty."

Mr. Lipian reviewed the state of affairs of the Administrative Management Division, defining some of the sources of irritation to the supervisory staff. While he felt that supervisors and workers alike should make every effort to eliminate backlogs and overcome personnel problems, etc. he did not believe it was wise to permit such problems to interfere with the individual's piece of mind to the extent that health is affected adversely.

Mr. Lipian stated that efficiency ratings will be available for dissemination on or about the 15th of June. In referring to the preparation of the budget estimates for the coming quarter, he commented that section heads should make provision to offset the anticipated reduction in the evacuee force by allowing for additional appointed staff.

Mr. Barrett reported that Mr. Hunter of the Washington office was helping in the Procurement Unit while Mr. Weiler was on annual leave. Mr. Palmer requested that, Mr. Hunter's detail be continued following Mr. Weiler's return so that the backlog could be worked on but Mr. Byrd interposed an objection, feeling that his services were required in Property Control.

Mr. Burdick reported that all residents of Preston were being fed regularly and he had, accordingly, no urgent backlog.

Mr. Hunter stated that Evacuee Property matters were progressing satisfactorily. He felt that if the Western Truck Lines could be used for the movement of evacuee property from the Center a much more efficient and economical situation would result.

Mr. Horn reported no pressing problems for the Motor Transport and Maintenance Section. Mr. Lipian observed that the Health Section was making every effort to conserve gasoline and had instigated rather rigid controls of their own assigned equipment. Mr. Burdick stated that he would have enough gasoline to last the month even though it were necessary for some of his equipment to operate without gasoline. He said that it had been stated to him as possible for his drivers to receive extra coupons from other activities if they found themselves without gasoline and Mr. Lipian deplored such a situation, feeling that issuance of coupons to and their use by activity heads could be more rigidly controlled, thus eliminating any potential little black markets.

Mrs. McRay reported that everything was under control in the Office Services Section. Mrs. Kitchens has been developing a form control which should be highly advantageous to the Center. Mrs. Kitchens reported that work in the telephone room was now on a current basis, the backlog having been eliminated entirely.

Mr. Cassilly stated that Mr. Langdon was going to Phoenix the latter part of the week and hoped to fill several of the more critical vacancies.

In closing Mr. Lipian reviewed the hi-lights of the Division and the progress which has been made since he arrived in the Center in November of last year. In this connection he requested each of the Section and Unit Heads to begin thinking in terms of a final report. He observed that this was an operation which could not very well be accomplished in an hour or so but should be a continuing process in order that the greatest benefit of memory and experience could be attained.

The meeting was adjourned at 4:20 p.m.

RHD:ya

COLORADO RIVER RELOCATION CENTER
Preston, Arizona

Minutes of Staff Conference
Administrative Management Division
June 12, 1945
3:00 p.m.

Present:	Mr. Lipian	Mr. Coetting
	Mr. Ahrens	Miss Gerham
	Mr. Barrett	Miss Hogan
	Mr. Burdick	Mr. Hunter
	Mr. Cassilly	Mr. Langdon
	Mr. Connolly	Mrs. McKay
	Mr. Brennan	Mr. Palmer
	Mr. Girardo	Mr. Thompson

Mr. Thompson substituting for Mr. Horn arrived late and owes the "Kitty" ten cents.

Mr. Lipian, reporting on his junket to Gila accompanied by Messrs. Ahrens, Connolly, Hunter, French and Pressman, stated that in the over-all view this Center has as good a staff as the Gila River Center. He stated that our Finance Section was potentially as good, yet the Gila Finance Section seemed to be a little bit "cleaner"; however, he feels that before long our Section will be at least as good or perhaps better. Mr. Lipian stated that he did not examine into the Personnel Management Section but the Gila Supply Section was considerably further ahead than ours. Gila has a good Supply Officer who has been with the Center since the initial stages and their inventory is only between five hundred to six hundred thousand dollars compared with ours which is several times that. He stated their Property Control set-up was in much better shape than ours. Mr. Ahrens interposed that exception of Gila's accountability files and Mr. Lipian stated that, even so, they seem to be in better shape.

Mr. Lipian said the Evacuee Property Section in Gila was not nearly in as good a condition as our Section is, that we are at least four months ahead of Gila operations. He stated the Statistics Section in Gila was a "lovely place", and that everything is up-to-date -- the statistician not having enough to do. The Motor Pool operations in Gila, are not as involved as they are in Preston, their inventory is considerably less, they have no shops and many other establishments that we have here. In Office Services Section in Gila, Mr. Lipian found everything pretty clean. Mr. Lipian stated that he did not have much occasion to observe Mess Operations in Gila; however, he described in detail the whole background of the evacuee population there which he found much nicer than that of Preston. He pointed out that good meals in Gila are served to appointed personnel at thirty cents while in Preston meals of poorer quality have been served at forty cents, being reduced recently to thirty-five cents.

Mr. Lipian stated that Mr. Coxzema would arrive in Poston within the next day or so after his inspection in Gila.

Mr. Connolly pointed out that the Finance section in Gila should be a more smoothly functioning organization than Poston because of the fact that their Finance Officer has been with them since the beginning of the operation, while our Finance Section underwent a complete reorganization the first of the year.

Mr. Lipian stated that we are beginning to see signs of life in the Relocation program -- the last week having the largest movement thus far. He cautioned the staff to be prepared to do some work, foregoing the easy life they have lived up to now.

He pointed out for the benefit of the staff that reports or other urgent matters intended for Washington have hitherto been delayed in mailing from the time they were submitted for signature and he cautioned the section heads that when important matter must be mailed, the section head should "walk it through." Mr. Cassilly recalled an instance where a report of his was delayed in being mailed.

Mr. Lipian complimented the Motor Pool Personnel on the re-numbering of the equipment. He called to the attention of the staff the fact that the monthly reports were now overdue.

Concerning the gasoline situation, Mr. Lipian stated that for the month of April, just prior to the installation of the Center Gasoline Ration Board, 15,150 gallons of gasoline had been used; for May, 14,885 gallons; and for June, 13,570 gallons. He cited these figures as evidence that gasoline consumption could be reduced when a determined effort was made.

Mr. Lipian mentioned that the Center Ration Panel for all items other than gasoline, had been set up and Mr. Cassilly pointed out that there were still some functions for the new Ration Clerk to take over.

Mr. Burdick reported on coming shortages in food, saying that no shortages would exist in rice and fish. Mr. Thompson questioned how it was possible for evacuees to buy rationed goods both at Rainbow Mart and in Parker stores and a brief discussion of this question developed.

Mr. Burdick reported that table cloths would be used in the personnel mess and Miss Gorham asked "why?" Mr. Burdick stated that there was a possibility of serving ice-cream to appointed personnel.

Mr. Lipian stated that he had visited Camp III at the time of the closing of the personnel mess hall and found things in good order.

Mr. Barrett reported nothing new in the Supply Section and that they were rapidly catching up on paper work. He asked why it was possible for the Motor Transport Section to schedule a truck to go to Phoenix without giving Property Control ample time to prepare property for shipment and Mr. Lipian stated that hereafter no equipment would go off the Project unless approved by Mr. Barrett. Mr. Barrett asked why the truck he referred to had left and Mr. Thompson replied that it was an Operations truck taking a load of empty barrels to Phoenix and would return with a load of road asphalt.

Mr. Hunter reported that he needed a scale, and other equipment for his new Receiving and Shipping Stations in Units II and III and Mr. Burdick volunteered that possibly he could dispense with one of his scales if he could replace it with an unused meal scale.

Mr. Ahrens reported that Property Control was moving along pretty well and that he was getting a new man tomorrow, Wednesday, to which Mr. Langdon replied that the man scheduled for Mr. Ahrens had been diverted to Mr. Hunter. Mr. Ahrens asked why this had been done as it greatly handicapped the Property Unit and Mr. Lipian replied that he had taken the step.

Mr. Cassilly reported that he was having problems with the Personnel Housing in that people were leaving their apartments, on termination of their appointments, in filthy and unusable condition, and he inquired whether it would be possible to require departing tenants to pay for cleaning their apartments. Mr. Lipian stated that they could be required to pay five dollars or some other amount to clean up their houses and he instructed Mr. Cassilly to consult with Mr. Rowley in drawing up an agreement for appointed personnel to sign.

Mr. Cassilly cautioned everyone to catch up on their paper work now while evacuee help was available as it would decrease from this point on rather rapidly. He stated that there was a drop this last week in evacuee employment of fifty persons over the previous week. He stated that it would be two or three weeks possibly before Mr. Langdon made another recruiting trip, that in recruiting he was greatly handicapped because of a lack of authorized positions for which to recruit. On indoctrination of new employees, Mr. Cassilly stated that the Assistant Personnel Officer had spent one hour, the Transactions Officer four hours, and the Housing Manager three hours, a total of eight hours of orientation of a new group of employees. He stated that there was still considerable room for improvement and Mr. Lipian instructed Mr. Cassilly to initiate the Saturday morning meeting of new employees for an informal talk by a top staff member. Mr. Cassilly stated that he would be able to do so within a week or so.

Miss Gerhan reported that sixty copies of the Daily Population Summary was prepared and that fifty of those copies were sent to Relocation. She asked whether anyone else was interested in receiving them and Mr. Lipian replied that Mr. Cassilly, Mr. Hunter, himself and Mr. Mills should also receive them.

Mr. Thompson requested that individuals prepare requisitions for vehicles the day before the vehicle was needed in order that the Motor Pool may schedule it.

Mrs. McRay reported that Mrs. Weiler was leaving and was being replaced by Mrs. Schultz.

Miss Hogan stated that she had done quite a lot of housecleaning in the Records Warehouse and that she was throwing out a lot of stuff in the Central Files but that there was a tremendous lot to be done.

Mr. Connolly reported that the backlog in Finance had been practically eliminated, that the Evacuee Leave Records were all alphabetized, that an evacuee teacher was now working for them and he was contemplating setting up a typists' pool for use within the Finance Section. The Accounts Unit is current; Finance Section has just taken over the Appointed Personnel Leave Records and is now auditing them. He stated that heretofore the Leave Records had been kept in a way not prescribed by the Handbook.

Mr. Goetting stated that evacuee payrolls were behind because of the necessity to rewrite four of them, checking Notice of Assignments and Earning Cards against the Basic Family Cards and make corrections and changes. He stated, however, that once this is done he believed they could be kept on a current basis. He stated the Clothing Allowances are ahead of schedule now. All of the people checking and auditing the 195's are new, necessitating a training program for them. The Timekeeping Supervisor who has been with the Finance Section for 2½ years has relocated and Mrs. Wert is taking over that function. He stated that the Agent Cashier's business has increased a great deal in the last few months and, with the upswing in Relocation, would increase a great deal more. In February the Agent Cashier paid out \$1800 in Relocation Grants and in May over \$5,000. Because of this increased volume of payments, the Cashier has to make too frequent trips to Needles to replenish her cash and something should be done immediately to have Mrs. Underwood's bond approved and the amount authorized be increased so that there would be no danger of running short on cash for Relocation Payments. Mr. Lipian suggested that we start paying by check rather than by cash and Mr. Goetting pointed out that Relocation Grants and initial subsistence must be paid in cash as it is needed by the evacuee on leaving the Center. The question is only one of getting more cash so as to meet Relocation needs.

The meeting adjourned at 4:15 p.m.

COLORADO RIVER RELOCATION CENTER
Preston, Arizona

Minutes of Staff Conference
Administrative Management Division
July 31, 1945
3:00 p.m.

Present:	Mr. Lipian	Mr. Drennen
	Mr. Ahrens	Mr. Snoddy
	Mr. Barrett	Mr. Hunter
	Mr. Burdick	Mr. Langdon
	Mr. Cassilly	Mr. Thompson
	Mr. Connolly	✓ Mrs. McKay

Mr. Lipian: We are distributing our Progress Report for the months of February, March and April with our apologies for the delay in their transmission to you. You should not take this delay as an indication that I don't read your reports. I pride myself with having done a "hell of a good job" through your individual efforts. Miss Annan is now typing the report for the month of May which will be available soon. On the report for the month of June, I will have to do some editing. Since it is the last report for the year, I'd like to have it come out good. I do want your reports for July as soon as you can get them out.

The Community Enterprise is definitely closing on the first of October. The store is starting a series of sales soon. All prices will be way below their original cost. In connection with the closing of Community Enterprise, Dr. Powell has written a memorandum at my instigation. I thought it would be advisable before relieving them of any responsibility to check through their records. As to funds, you, Mr. Connolly, will have to look into it. Our own Division will discontinue many of our activities in Camps II and III on the 31st of this month. You should try to pull out piece-meal if possible. Evacuee Property will not close until the 31st, but some things can probably be done beforehand to prevent a big moving job at the very last minute.

A memo has been disseminated to you by Mr. Connolly with respect to your budget requirements for the second quarter. It is most important to plan your needs accurately. The Washington office, as I learned through my two conversations with Mr. Pitts, seems to be receptive to giving us what we need. Let's ask for what we need and not more.

I wonder if the question of working overtime is clear to you. It is not yet quite clear to me. I will ask Mr. Connolly who is closer to the matter than I am to say something on the subject. Later I will send out a memo to the whole staff. Don't permit anyone to work overtime unless you have a written approval from me. I will work along with you and will approve as many requests as I can. I will not approve overtime work on a retroactive basis; I don't think that is the business-like way of doing things. Even in emergencies you can probably get verbal permission from me which will be backed up with a memo later, probably the same day.

Mr. Barrett has disseminated among you a memo advising that a Mr. Williams and a team will arrive on the Project during the period August 15 - September 15 for the purpose of surveying and making an inventory of our physical facilities. I would like you to cooperate with them as much as possible.

I wish to urge you to keep up with your current work so we will be able to avoid serious bottlenecks. Eight thousand, eight hundred and five evacuees have to be gotten out of here between now and the end of November. This is a terrific load. It may mean we will have to stop one or two or maybe three activities in order to get the people out. It seems to me that the important jobs now are (a) to get food into the camp and into the kitchens, and (b) to move the people and their belongings out of here. We may have to stop for awhile the practice of consolidating like items in like warehouses, etc. This is just an example. Some other activities may have to be stopped for awhile. Outside of the two items mentioned, everything else, as far as I can see it, has secondary importance.

Mr. Burdick: I have for disposal now approximately 600 mess hall tables which could be released to make into boxes and crates. How can they be picked up?

Mr. Abrams: We'll pick them up as soon as Foy Anderson comes in.

Mr. Hunter: We have a number of boxes on hand, but we will need a great deal more.

Mr. Barrett: We have an authorization from Washington to survey and use these tables for box making.

Mr. Abrams: They don't have to be surveyed.

Mr. Lipiant: I have an item which I think you are all interested in. I have discussed this at length with Messrs. Cassilly, Barrett and Connolly. We have reached a point where you fellows are getting busier and busier and can spare less and less time. I have decided to continue our Tuesday staff conferences and have individual conferences on alternate days--probably Monday, Wednesday and Friday. How would that suit you? Of course you can come in during the day at any time that you need my help.

Mr. Cassilly: I think we should have Monday for individual conferences, Tuesday for staff conferences and Thursday for other individual ones. My objection to having individual ones on Wednesday is that I have a staff meeting that day.

Mr. Lipiant: All right then--Monday, individual conferences; Tuesday, staff conference and Thursday, individual conferences. That will be for all with the exception of Mr. Barrett who will come in more often as we have every kind of supply problem to discuss. Is that satisfactory? Those are the only thoughts I have. Does anyone wish to add anything?

Mr. Connolly: In connection with the payroll, I have one thought. A person has to have five consecutive eight-hour days of work before he is eligible for overtime.

Mr. Ahrens: Definitely no annual or sick leave on Saturdays?

Mr. Lipian: Yes, but leave cannot be taken on Saturday without prior permission. We are trying now to pay you for all that you are entitled to. Personally, I am all in favor of the plan. For example, if we inconvenience you to the extent of making you get up at 4:00 in the morning, we want to see that you are paid for it. I have the fullest confidence in the integrity of every one of you. In unusual circumstances, if you will explain to me what happened, I will see that you are paid.

Mr. Connolly: If the explanation satisfies Mr. Lipian and he approves it, we will pay it.

Mr. Lipian: I think I have always tried to be fair. Neither do I think any of you would try to put anything over on me.

Mr. Connolly: There is one other angle to the overtime pay question, i.e., if overtime is worked, it will be paid for if by the end of the pay period it has not been taken off. It cannot be carried over to the next pay period, but if used it must be taken off within the pay period it is worked. That applies only to this Division. Fire Protection and Internal Security will continue their scheduled hours as before.

Mr. Lipian: I want you all to explain this to your staff.

Mr. Barrett: I have two problems. It is very evident Mr. Sneddy will have to have some kind of help. He is spending half of his time answering the phone and filing. I have discussed it with Mr. Langdon and I feel sure he will probably be able to find some solution.

I have with me a survey report which was submitted to the Washington office on the cannibalization of equipment. I will read the report and then I will read the letter which came back to Mr. Mills. (Reads) They are making it extremely tough, with the result that this Board has to be tough too because somebody has to account for it.

Mr. Cassilly: We are closing our Unit III Employment Office as of tomorrow. It will be moved to Unit II until that office is closed. However, we are keeping one employee in Unit III to answer any questions which may arise.

Mr. Lipian: It may be of interest to you to know that sixteen Indian families will move into block 208 soon. They will carry on some agricultural work. This does not mean we are turning over Camps II and III lock, stock and barrel to the Indian Service; however, that means we will have to have fire and police protection for those camps. I understand they want the mess hall in Camp II for a supply room. Let's take a look at block 208 and pull out all that is in there--also clean up the mess hall.

Mr. Barrett: When are they coming in?

Mr. Lipian: I think around the end of September.

Mr. Drannen: Have you looked into the telephone situation? Have you asked for additional jobs?

Mr. Lipian: I have asked for twenty more unskilled laborers and Mr. Pitts promised to approve this as soon as possible.

Mr. Cassilly: We have a large number of clerical vacancies we will have to take drastic action to fill.

Mr. Lipian: It looks like a trip for Cales to Los Angeles.

Mr. Cassilly: It looks as though action will have to be taken unofficially. The War Manpower Commission and the War Labor Board are trying to tell us we don't need more employees.

Mr. Lipian: The man in Los Angeles, War Labor Board, to contact is George Zinke. If you need any help, I know him well. Mr. Hunter, is there anything you wish to say.

Mr. Hunter: We need help pretty badly. We have three positions which need to be filled. In the meantime we are getting along.

Mr. Lipian: I know that your office is getting along all right. Mr. Powell says he has been in that office a number of times and he says he has never seen a more efficiently operating office.

Mr. Hunter: Thank you, Mr. Lipian, I am glad you realize it.

Mr. Lipian: Mr. Burdick?

Mr. Burdick: Did you say you wanted that report early?

Mr. Lipian: Yes.

Mr. Burdick: Only the lack of anyone who can take shorthand in either Japanese or English is holding it up. Very soon I won't have anyone who knows anything about it.

Mr. Lipian: I can't tell you how to solve that. We are going to do all we can to get you the people you need. I feel sure the Personnel Section will also do all they can. However, our best may not be enough. As I said before, we may have to curtail some activities and concentrate on others. However, we don't want to do that if we can avoid it.

Mrs. McRay: We expect to get some space from the Procurement Unit.

Mr. Lipian: Ask Mr. Cassilly to write out a couple more positions.

Mr. Brennan: We need seven.

Mr. Lipian: Well, ask for seven.

Mr. Brennan: Thanks to Messrs. Cassilly and Langdon, we are going along in pretty good shape. We are taking over Mr. Burdick's minor equipment.

Mr. Lipian: Ralph, will you explain the file consolidation procedure, please. Miss Corhan has been excused from this meeting in order to attend to some relocation statistics work.

Mr. Brennan: I think she is ready to get started on that. The principal thing is the consolidation of the Health Section, Education and Syracuse Property Sections' case folders of all those having case files. Miss Corhan will send large Manila envelopes to each section, large enough to hold all the material you have. You will have two days to pull out your data. All told, it should take about ten to twelve days to return the folder to the Statistics Section.

Mr. Lipian: Will they follow through on that constantly?

Mr. Brennan: Yes. They can put through a spot check through the various activities. However, the activities should take it upon themselves the responsibility of forwarding it along.

(There being no other business, Mr. Lipian adjourned the meeting at 4:00 p.m.)

Kover

COLORADO RIVER RELOCATION CENTER
Foston, Arizona

Minutes of Staff Conference
Administrative Management Division
August 7, 1945
3:00 p.m.

Present:	Mr. Lipian	Miss Wachs
	Mr. Ahrens	Mr. Thompson
	Mr. Cassilly	Mr. Burdick
	Mr. Stewart	Mr. Barrett
	Mrs. McKay	Mr. Connolly
	Mr. Hunter	Mr. Goetting
	Mr. Drennon	

Mr. Lipian opened the meeting by presenting to the staff a recapitulation of recent discussions which resulted from instructions from the Washington office pertaining to the scheduling of special trains for the movement of evacuees to relocation destinations. The new scheme involves a departure in policy of the Authority in that movements will be, if possible, on a voluntary basis; otherwise evacuees will be informed by the Relocation Division of their destination and date of departure from the Center. Adequate opportunity will be given each evacuee family to develop a relocation plan of their own before the Relocation Division develops one for them. Mr. Lipian pointed out the tremendous amount of work indicated by the movement of one special train. He stated that there would be between four and five hundred individuals on each train and that it was quite possible we would run at least one and sometimes two or more trains each week in the closing phases of the program. For example, cash outlay by the Agent Cashier will probably be between fifteen and eighteen thousand dollars per train.

Mr. Thompson asked what arrangements we would probably make in the event the commercial bus line servicing the Center is not able to move all the people and whether or not the Center would charge fares for transportation on government equipment between Foston and Parker. It was tentatively decided by Mr. Lipian that where possible the commercial bus line would be used exclusively, but that we would maintain standby equipment without fare charges. Mr. Lipian stated that he believed our mechanics pertaining to the issuance of Travel Requests could be cut considerably by including all individuals going to the same destination on one Travel Request. Following a general discussion, Mr. Lipian stated that the problem appeared to be principally one of mechanics, excluding the human factors in arriving at the decision to move the individual.

Mr. Lipian called the attention of the staff to several recent releases from the Washington office:

1. Handbook Release No. 228 involving principally the Finance Section

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and the elimination of certain functions of the Expenditure Analysis Unit.

2. Administrative Notice No. 285 was read in its entirety by Mr. Cassilly upon Mr. Lipian's instructions. Mr. Lipian stated that the reason he had asked this notice be read was that it answered a great many problems presently being asked by evanescens and he safely assumed that the majority of the staff would not take the trouble to thoroughly digest such a long memorandum.
3. Administrative Notice No. 281 which is a summary of procedures on the modification of plans pertaining to the various activities during the Center closure period. Mr. Lipian particularly called the attention of the staff to the last paragraph wherein the Director advises all staff members that in the closing weeks it may and probably will become necessary for those accustomed to assuming only supervisory responsibilities to get down and do the actual leg work which they heretofore only supervised.
4. Administrative Notice No. 286 gives general instructions for the curtailment of certain services and activities of the Center. In essence the services which promote relocation may be continued as long as necessary while other services and activities are to be curtailed as expedient.

In connection with curtailment of activities and the elimination of uneconomic conditions, Mr. Lipian raised the problem presented by depleted block populations, feeling that someone, possibly the Personnel Officer or the appointed persons who may be assigned as Administrators of the three units, should take over the assigning of housing. Mr. Purdick stated that some of the blocks' populations were getting very low and suggested that consolidation of blocks be arranged so that certain blocks could be closed. He pointed out that in one instance the population had fallen to 75 residents and that while the mess halls were closed it was necessary to continue all other facilities, such as the delivery of fuel oil for water-heating purposes, maintenance of electrical and other equipment, etc. Mr. Lipian instructed Mr. Barrett to start thinking of consolidation of block populations and the closing of certain blocks.

Mr. Lipian complimented the Personnel Management Section on the good job they have been doing in maintaining the appointed staff as well as the evanescens staff at workable strength.

In connection with the closing report which is being prepared under the direction of Dr. Powell, Mr. Lipian stated he had been asked for a report

of the Administrative Management Division which, necessarily, could cover only the condition of the Division as he found it on his arrival in Pecten, its progress during the intervening months and its condition today. He stated that he contemplated passing the report around to the section heads, but hesitated to do so because it was necessary for him to describe the condition of the Division as it formerly existed, which perhaps would not be wholly complimentary to the staff, and the condition as it is today, which, on the other hand, was entirely creditable. He did, however, read excerpts from the report which were received by the staff with a great deal of interest. Mr. Lipian emphasized the point that this report does not eliminate the requirement that each section chief is to prepare the individual report for his section.

In connection with the progress indicated by Mr. Lipian's report, Mr. Burdick took occasion, as an example, to point out that he was no longer having trouble in getting equipment from the Motor Pool even though rolling stocks have been reduced considerably in recent weeks.

Mr. Lipian stated that Mr. Mills had requested him to review with the staff the proposed closing dates of various activities in Units II and III in order that a report might be made and a final decision reached at the staff meeting Wednesday morning with Mr. Mills. The only question mark pertaining to the dates originally proposed for closing developed in Mr. Burdick's section wherein he pointed out that it was not possible for him to definitely set a closing date for certain of his reefers and men's warehouses in Units II and III which was dependent to a certain extent upon the weather and the quantity of supplies on hand.

There being no other business, the meeting adjourned at 4:30.

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

Minutes of Staff Conference
Administrative Management Division
September 18, 1945
3:00 P.M.

Present:	Mr. Lipian	Mrs. Hope
	Mr. Ahrens	Mr. Burdick
	Mr. Cassilly	Mr. Barrett
	Mrs. McRay	Mr. Connelly
	Mr. Hunter	Mr. Goetting
	Mr. Drennen	Mr. Horn
	Mr. Mead	Mrs. Oatsdean

Mr. Lipian opened the meeting by calling to the attention of the staff a letter received from the Washington office stipulating that the Center operate on a forty (40) hour weekly basis beginning September 9, 1945. In this connection, Mr. Lipian stated that on Monday, September 24, 1945 the Center would go on a forty (40) hour per week basis. He further submitted to the staff the following subjects for necessary action:

1. Overtime - Rescheduling of Hours
Predetermined Lists

At this juncture, the five day week program and elimination of all possible overtime brought to the fore some question relative to emergencies. Mr. Horn, Automotive Supervisor, presented the problem of trucks in need of repair - that because of the inadequate number presently in use, trucks could not be spared during work hours for repairs which would of necessity call for overtime to make repairs on them when not in use. Mr. Ahrens presented the problem of evacuee property, stating that while 200,000 pounds were being hauled daily, there is a back log and stated further that property in Camp II and Camp III had not yet been touched. Mr. Lipian recommended that every effort be expended this week to clean up the back log - to bear down through Saturday and the matter would then be reviewed to determine if work on Sunday would be necessary. He also stated that overtime work for emergencies would be granted at Gate House, for telephone operators, Evacuee Property Office, motor Pool and oil crew. Mr. Lipian recommended that the Garage and motor Pool endeavor to arrange a stagger schedule if people are to be staggered, and further cautioned that all requests for overtime must be coursed through the proper channels and approved in advance.

2. Trips to Parker

Mr. Lipian called to the attention of the staff that excessive trips were being made to Parker and requested that all unnecessary trips to Parker be stopped.

3. Timekeeping Problem for Evacuees

Mr. Lipian called on Mr. Burdick for his comments on this subject. Mr. Burdick asked for information relative to procedure for keeping time records for evacuees who are working. He stated that there are approximately eight hundred (800) working now in Mess Operations and has no time keepers. He stated further that evacuees have no time cards nor knowledge of time card procedure. Mr. Cassilly agreed that he would obtain a supply of time cards and a timekeeper.

4. Time Keeping Problem for Appointed Personnel

Mr. Lipian presented two methods for uniform time keeping for appointed personnel: first, he suggested the use of two time sheets for each employee - regular time to be recorded on one time sheet and overtime on the other. The second method requiring the use of one time sheet for each employee. Regular time to be recorded in the upper square and overtime in the lower square. Mr. Mead pointed out that using the lower square for overtime would complicate matters as it was needed for employee's initials covering sick leave, annual leave, etc. A definite decision was not made relative to a uniform method of recording overtime.

5. Collections with Receipts Issued by Internal Security on Occasions only

The matter of evacuees owing money to the Government was brought to the attention of the Finance and Statistical Sections by Mr. Lipian. It was agreed that the Statistical Section would collect the money owing by evacuees at the Gate House, and if these people did not go in voluntarily to make payment, the Internal Security Section would get these people and take them in.

6. Procurement - Mr. Mead. what is being done in Procurement that should be done elsewhere

As Mr. Mead is expected to leave the Center any time after the end of September, it was decided that he should ascertain what functions now being performed in the Procurement office could be given over to other sections.

7. Ralph Drennen

Due notice was given by Mr. Ralph Drennen, Procedures Officer, of his leaving the Center. Mr. Lipian complimented him on the fine job he had done. The entire staff joined in extending him best wishes.

There being no other business, the meeting adjourned at 4:30.